



# Tenant Improvements

## SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2013 Update

### ☐ **PRELIMINARY REVIEW**

Before preparing plans for a tenant improvement, it is necessary to discuss the project with a City of Hayward planner to ensure the proposed changes to the building will comply with the Zoning Ordinance, parking requirements and landscape design guidelines. Preliminary meetings are free of charge and can be done at the permit center counter without an appointment.

### **PERMIT APPLICATIONS**

Tenant improvement projects require a set of plans that fully document both the condition of the existing space and the proposed changes.

### ☐ ***Tenant improvement drawings must be prepared by a licensed architect or engineer if the proposed work alters the structural system or the means of egress.***

#### ☐ **24" x 36" MINIMUM DRAWING SIZE**

All drawings in the set must be the same size. All drawings must be to scale and include dimensions. Some small projects may be submitted on 18"x24" sheets. It is important that the drawings are legible and can be clearly scanned for City archives.

#### ☐ **TITLE SHEET**

Include complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of the existing building, the square footage of the tenant improvement area, the occupancy classifications and occupant load.

#### ☐ **SITE PLAN**

Indicate the location of building on property. Show dimensions to adjacent buildings and property lines. Show wheelchair accessible parking stalls and accessible route to entrance of tenant space. Indicate location of trash enclosures or waste storage areas on the plans.

#### ☐ **EXISTING + PROPOSED FLOOR PLANS**

Clearly indicate on the drawings what is existing and what is new. Label all new and existing items on the plans. Add roof plans, reflected ceiling plans and sections as needed to accurately describe the full scope of work.

#### ☐ **PLUMBING / MECHANICAL / ELECTRICAL DRAWINGS**

Provide electrical panel schedule and single line diagrams. Include gas, waste and vent piping diagrams to verify compliance with sizing requirements. Indicate location of HVAC units on the roof plan. Show the location of new and existing registers. Show all new, existing and relocated lighting.

#### ☐ **T-24 ENERGY REPORT**

A T-24 Energy Report is required for projects that involve new lighting, new mechanical systems or newly conditioned space (spaces that are heated or cooled for the first time). The T-24 report shall be incorporated in the set in addition to being submitted separately on at least two 8.5" x 11" booklets. **Hayward is located in climate zone 3.**

☐ **CONSTRUCTION DETAILS**

Provide details for all construction elements that will be added or altered: waterproofing, wall assemblies and foundations. Provide accessibility details for restroom dimensions, parking stalls, ramps and door clearances.

☐ **STRUCTURAL CALCULATIONS**

Structural calculations prepared by an engineer licensed in California are required for the installation of all equipment weighing 400 pounds or more. Beams, changes to the lateral resistance of a building, retaining walls, fences 6 feet tall or more and storage racks will also require calculations. Three sets of signed and stamped calculations are required at the time of submittal.

*See the end of this handout for local design criteria.*

☐ **TRASH ENCLOSURE + DEBRIS RECYCLING STATMENT**

The City of Hayward will review all projects with a valuation over \$75,000 for compliance with trash enclosure requirements and construction waste diversions requirements. Indicate all existing or proposed trash enclosures on the plans.

☐ **5 SETS OF PLANS (Verify exact number of sets with Permit Technician)**

Some large tenant improvement projects will require up to 9 sets of plans for review while some small projects may require only 3 sets. To verify the exact number of plans required based on the scope of work, contact a City of Hayward Permit Technician prior to submittal.

☐ **FULL SCOPE OF WORK SUBMITTED AT ONCE (DEFERRED SUBMITTALS ARE NOT ALLOWED)**

The set of drawings must be complete at the time of submittal. Deferred submittals are not allowed for P/M/E drawings. Only sprinklers systems, which are under separate permits issued by the Fire Prevention Office, may be deferred.

## DISABLED ACCESS REQUIREMENTS

- ☐ Any tenant improvement that requires a building permit (with the exception of reroofing, mechanical, plumbing or electrical repairs) triggers the requirement in the California Building Code for partial or complete accessibility upgrades depending on the cost of work. Projects with a valuation of more than **\$139,934 (for 2013)** will require complete accessibility compliance. Projects with a valuation lower than the threshold amount will need to spend at least 20% of the project cost on any accessible features do not comply. This includes: restrooms, parking, path of travel or the entrance.
- ☐ Carefully review the requirements in **2010 CBC Ch. 11B** for compliance. Determine all areas of the building that do not comply with disabled access requirements. Create a plans and details of corrective measures based on the scope of work.

## LOCAL REQUIREMENTS and ORDINANCES

The following are special ordinances that are specific to Hayward related to building construction:

☐ **NO PLASTIC PIPING**

The City of Hayward prohibits the use of plastic piping for gas, water supply, waste and vent piping.

☐ **HAYWARD GREEN BUILDING + WATER EFFICIENCY ORDINANCE**

### ENERGY

Additions or Tenant Improvements to existing commercial buildings entailing 1,000 square feet or more of new or remodeled space and where at least half of the light fixtures are new or replaced, one of the following must be met:

- The lighting load for such fixtures shall be reduced by at least 15% below the requirements of the 2008 Building Energy Efficiency Standards (Title 24, Part 6) of the California Building Code, or
- Comply with the requirements of Title 24, Part 6 and meet the California Green Building Standards Section A5.211.1 requirements by providing at least 1% or 1kw (whichever is greater) of the electrical power from a renewable source, or
- Demonstrate an overall energy budget reduction of at least 5% below the requirements of Title 24, Part 6 using the performance method.

### INDOOR WATER USE EFFICIENCY

Any newly installed or replaced plumbing fixtures must meet the following specifications:

<b>Toilets</b>	1.28 gallons per flush or less
<b>Urinals</b>	0.5 gallons per flush or less
<b>Bathroom Faucets</b>	0.5 gallons per minute or less
<b>Kitchen Faucets</b>	2.2 gallons per minute or less

## SPRINKLER ORDINANCE

The City of Hayward Fire Department requires the installation of sprinklers in buildings that undergo a change of use or buildings that are 5,000 square feet or more. There are some exceptions, but it is important to verify as early as possible if sprinklers will be required.

- ☐ Contact the Hayward Fire Prevention Office to determine if local requirements will require sprinklers for the proposed project: **510-583-4900**.

## BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The demolition of load-supporting exterior walls requires the permit applicant to obtain a “J Number” from the Bay Area Air Quality Management District (BAAQMD). To determine if your project will require a “J Number”, contact the BAAQMD at: **(415)-749-4762**.

- ☐ Bring a **J Number** or notice of exemption for the proposed demolition at time of submittal of demo permit.

## FOOD RELATED PROJECTS

Tenant improvements that include public food service as a component of the project (banquet facilities, restaurants, cafés and food processing facilities) must be in for review by the Alameda County Health Department before the City of Hayward will review the plans. For more information, contact the **Alameda County Department of Environmental Health: 510-567-6700**

- ☐ Bring a receipt from the Health Department (showing that drawings were submitted for health dept. review) to the City of Hayward when submitting plans. Plans will not be accepted without the receipt.

## PERMIT FEES and TAXES

- |  |
|--|
| <input type="checkbox"/> <b>BUILDING PERMIT FEES</b><br><i>(Plan Check fee due at submittal, Inspection fee due at permit issuance)</i><br>All tenant improvement projects are subject to both plan check fees and inspection fees. To get an estimate of the total <b>building permit fees</b> , contact a City of Hayward Permit Technician: <b>510-583-4140</b> . Fees for tenant improvement projects are based on valuation. This means the fair market price for both materials and labor.   |
| <input type="checkbox"/> <b>FIRE DEPARTMENT / HAZ. MAT. INSPECTION FEES:</b> <i>(Due at permit issuance)</i><br>Most tenant improvements will require a review by the Fire Prevention Office to check for sprinkler requirements or changes to existing systems. Some tenant improvements that involve hazardous materials will have more substantial reviews. To determine if a Fire Department plan check applies to your project or to get an estimate on the fees for this review, contact the <b>Hayward Fire Prevention Office</b> at: <b>510-583-4900</b>                   |
| <input type="checkbox"/> <b>UTILITY CONNECTION FEES (Water and Sewer):</b> <i>(Due prior to final inspection)</i><br>If a tenant improvement project involves the addition of a new sewer line, increased water demand or increased waste discharge, utility fees may apply. To verify if the project will be subject to utilities fees, contact the <b>Public Works Department: 510-583-4727</b>  |
| <input type="checkbox"/> <b>SUPPLEMENTAL BUILDING CONSTRUCTION IMPROVEMENT TAX</b><br><i>(Due prior to final inspection)</i><br>Tenant improvement projects built within existing shell buildings may be subject to the supplemental tax based on a change of use. For example, if a portion of a warehouse is changed to office, then the new office space will be subject to a one-time tax of \$1.56 per square foot. If an existing office is being completely removed and replaced by a new office configuration, no supplemental tax is due since there is no change of use. |

## PROJECT APPROVAL TIMELINE

- **FIRST SUBMITTAL:** The review period for the first submittal is **10 business days**.
  - **RE-SUBMITTAL:** The re-submittal review period is **10 business days**.
- NOTE:** *Large or extremely complex tenant improvement projects may be put into a 25 day initial review period with a 10 day turn-around time for re-submittals based on the determination of the building official.*

## CODE ASSISTANCE MEETINGS

It is recommended that complex projects such as manufacturing facilities, 'H' occupancies, or large assembly spaces undergo a Code Assistance Meeting prior to submittal. Code Assistance meetings are coordinated by the Fire Prevention Office. For more information on how to schedule a code assistance meeting or to determine if it is recommended for your project, please call: **510-583-4900**

## TECHINICAL DESIGN CRITERIA

**Seismic:** The City of Hayward is located in Seismic Design Categories "D", "E", or "F" depending on the location and Occupancy Category.

**Wind:** Nominal Design 3-second gust 85 mph. Exposure, at the discretion of the design engineer: "B" (mostly) and "C" (immediate shoreline).

**Rain:** Rainfall is 1.5 inch per hour and 26.3 inch yearly.

**Building Codes:** When preparing drawings and calculations, please refer to the latest editions of the California Building, Mechanical, Plumbing, Electrical codes, and Part 2 and 6 of the Title 24 California Code of regulations (California Energy Code).

**Climate Zone:** 3

**CURRENT CODES:** 2010 California Building Code

2010 California Green Building Standards Code  
*No 'Tiers' are locally adopted – only mandatory measures apply*

2010 California Mechanical Code

2010 California Electrical Code

2010 California Plumbing Code

2008 California Energy Code